

U.S. Department of Homeland Security

Active Shooter Situation Procedures for Chief Judges

Coping with an Active Shooter Situation

1. Be aware of your environment and any possible dangers
2. Take note of the two nearest exits in the voting room and the building
3. If you are in an office or room, stay there and secure the door
4. Attempt to take the active shooter down ONLY as a last resort

Profile of an Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Characteristics of an Active Shooter Situation

1. Victims are selected at random
2. The event is unpredictable and evolves quickly
3. Law enforcement is usually required to end an active shooter situation

How to respond to an Active Shooter Situation

Evacuate

1. Have an escape route and plan in mind
2. Leave your belongings behind
3. Keep your hands visible

Hide Out

1. Hide in an area out of the active shooter's view
2. Block entry to your hiding place and lock the doors
3. Silence your cell phone and/or pager

Take Action

1. As a last resort and only when your life is in imminent danger
2. Attempt to incapacitate the active shooter
3. Act with physical aggression and throw items at the active shooter

Call 911 - When it is safe to do so

Tell the 911 Operator

1. Location of the active shooter
2. Number of shooters
3. Physical description of the shooters
4. Number and type of weapons held by shooters
5. Number of potential victims at the location

How to respond when Law Enforcement Arrives

1. Remain calm and follow officers' instructions
2. Put down any items in your hands (i.e., bags, jackets)
3. Immediately raise hands and spread fingers
4. Keep hands visible at all times
5. Avoid quick movements toward officers such as attempting to hold on to them for safety
6. Avoid pointing, screaming or yelling
7. Do not stop to ask officers for help or direction when evacuating